

JUS.T.I.S. * Governance Council Meeting Minutes
*Justice Tracking Information System
October 30, 2008, 10:00 a.m.
City Hall, Dr. Carlton B. Goodlett Place, Room 305
San Francisco, California 94102

Attendance:

Sheriff – Eileen Hirst
Sheriff – Dave Hardy
Adult Probation – Bella Fudym
DEM – Mitch Sutton
District Attorney – Martha Knutzen
DSOW – Jill Tregor
Mayor’s Budget Office - Rebecca Prowda
Superior Court – Pat Jeong

IT PM – Al Corker
MOCJ – Kevin Ryan
MOCJ – Adam Gomolin
Police – Charles Keohane
DOT – Walt Calcagno
DOT – Rob Castiglia
DOT – Christine Martin
City Attorney – Vicki Clayton

Call to Order

Eileen Hirst, Co-Chair of the Governance Council, called the meeting to order at 10:05 a.m. Eileen requested that all audible electronic devices be deactivated, so as not to sound during the meeting. Eileen noted the presence of Beverly Upton, executive director of the San Francisco Domestic Violence Consortium. Eileen stated that that the meeting was duly posted according to the Sunshine Ordinance and would therefore dispense without public comment after each Agenda item unless otherwise requested by Beverly Upton.

Eileen Hirst commended the Mayor’s Office of Criminal Justice (MOCJ) engagement in the JUSTIS project, stating it is the best it has been in years. Eileen further commended Paula Itaya’s work.

Adoption of Agenda – Action Item

Eileen Hirst moved to present the Technical Steering Committee (TSC) update directly following the Adoption of Minutes. Kevin Ryan seconded the motion, which was approved unanimously by the members.

Adoption of Minutes – September 11, 2008

There was no request for change to the Draft of the Minutes of the meeting of September 11, 2008, dated on September 15, 2008. The original Draft of Minutes was adopted for distribution as final, seconded by Kevin Ryan and Martha Knutzen.

Technical Steering Committee (TSC) Update – Discussion/ Action Item

Walt Calcagno presented the highlights of the recent activities of the TSC. He stated there were two items to address. Walt first noted Kevin Ryan's e-mail asking for monthly updates to third parties on JUSTIS progress. In response, a standardized form will be sent out to all departments for Innotas software. Anyone with questions should contact Walt, who will produce an up-to-date report.

Walt then addressed the JUSTIS budget. He stated the carry forward process is nearly complete. All regular budget requests from the 2007 – 2008 fiscal year will be carried forward. However, there will be no carry forward for the mid-year HUB staffing add-on of \$500,000. Department of Technology (DOT) will examine other funds and identify cure assignments. They will also look at reallocating funds from enhancements to staffing and request the funding for upcoming years.

Christine Martin noted there is typically a large carry forward. JUSTIS is a fully-funded program and funding should not be an impediment. There have been no concerns in funding of deliverables. Al Corker requested clarification on what constitutes ongoing need and where the funding is coming from. It is his opinion that the failure to carry forward the \$500,000 is a budget cut. Christine did concur that the total 2008 – 2009 funding was reduced by \$500,000.

Rob Castiglia stated the funds would employ two additional positions, for a total of four full-time equivalents. This was the original staffing level for the JUSTIS project. Walt also added that the funding was used to send technicians for extra assistance. Christine stated that there is funding available for those positions. There are funds on reserve with the Board of Supervisors and DOT is currently drafting a memorandum to release the funds.

Martha Knutzen added that Constellations is close to compliant and the vendor needs to be paid for maintenance.

Beverly Upton asked for the current JUSTIS budget. Walt replied that he would need to get back to her but estimated the budget to be nearly \$3 million and expressed his concern about the 2009 – 2010 lack of carry forward.

Jill Tregor encouraged attendees to voice budgetary needs early so the entire committee can advocate them. Jill Upton, on behalf of the San Francisco Domestic Violence Consortium, offered to accompany JUSTIS committee members as community support

Executive Sponsor Update – Discussion / Action Item

Kevin Ryan provided the executive sponsor update. It was announced that Jenny Louie resigned from the Mayor's Budget Office and will be replaced by Meghan Wallace. Kevin also noted that with exception of the \$500,000 exclusion, the JUSTIS program is in good standing but is entering a difficult budget year. As a result, departments may need to reevaluate or update contracts. Molly Stump will reassign someone to the project. Vicki Clayton, head of Contracts and a representative from the City Attorney's Office, introduced herself to committee for future reference. It was noted that San Francisco Police Department (SFPD) may have some future problems and that all representatives need to speak with the City Attorney's Office early and often.

Case Management System Update: Discussion / Action Item

HUB Project – Rob Castiglia presented the update. Testing has continued with the Sheriff's Department. DOT is testing housing and JMS housing is the first to be assessed. They are currently in pre-go-live mock testing and will follow up with Lieutenant Hardy's team on 2,100 housing test transactions. DOT has also created two full test environments and is moving for a third. They are currently conducting production update tests that will be followed by one full shift test.

The statutes interface is 98% complete. One problem has been noted and DOT is working with SFPD to resolve the issue. CMS limits data input to 10 bytes, preventing the program from accepting the full 32 byte output of the new Statutes interface. This means CMS cannot accept the preceding 664 code that identifies an attempted crime. Rob noted that this conflict is only temporary and will resolve fully when RMS is live.

Rob stated that if DOT does receive funding to hire another two FTE's, a total of four employees is still not enough. Rob also noted a correction to the prior minutes. He stated that DOT is not ready for the portal yet but will report back to the committee on its status. Rob said to anticipate better reliable data from the system when JMS is live.

Server Project and Storage Area Network (SAN) Project – DOT is creating a full test to work with the Adult Probation Department (APD) and the Public Defender's Office so they can maximize time when not testing the Sheriff's HUB. The Department on the Status of Women (DSOW) and Mayor's Office of Criminal Justice (MOCJ) portal servers will be up shortly.

District Attorney – Martha Knutzen presented the update. Martha stated there was not much to report. The DA is currently expanding its advanced users categories. Paralegals will be considered advanced users upon training completion.

SFPD – Deputy Chief Charles Keohane provided the update. He stated SFPD is in the process of preparing station testing. The Bookings module is on schedule for testing and will be going live sometime around January 15. sent 1 Sergeant and 2 Officers to the Academy to begin compiling training materials, schedule training, and prepare to "train the trainers."

Charles stated the department is currently experiencing contract issues regarding RMS and they have spoken with both Molly Stump at the City Attorney's Office and New World Systems (NWS). Network architecture issues are currently being addressed. Charles stated NWS is committed and cooperative. A technician is scheduled for November 18. Charles also added that the Bookings module will roll out after JMS goes live. The Department is current reviewing another applicant for the position of Chief Information Officer and expects a larger applicant pool with the current economic climate.

Sheriff's Department – Eileen Hirst provided the update. Eileen stated most of the update was previously covered by Rob Castiglia. At this point the Sheriff's Department is focusing their effort on training for the new system. All employees are pleased with the new program. The Citrix deployment is almost complete. The new system is being used in almost all Sheriff facilities and the new jail is running Citrix. Additionally, the Sheriff's Department is live with the NWS CLETS program.

Adult Probation Department (APD) – Bella Fudym provided the update. Bella stated the vendor has been unresponsive on determining the scope of work. It was suggested that APD contact the City Attorney regarding the issue. Al Corker has discussed the issue and they will bring in other The network upgrade is over 70% completed and the fiber line installation is expected on November 14.

Superior Court – Pat Jeong provided the update. She said the project is moving right along. Parallel testing for OneCourt is expected in December.

New Business - There was no new business to report today.

Adjournment - The next Council meeting is scheduled for Thursday, December 11, 2008, at 10:00 a.m., in Room 305 of City Hall. There being no further business before the Council, the meeting was adjourned by unanimous consent at 10:35 a.m.